

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2015-054 **Issue Date:** 04-27-15 **Closing Date:** 05-08-15

2nd Advertisement
Loss Control Specialist
Tribal Insurance
Department of Finance
Hourly Wage: \$26.15/Regular/Full-Time

The primary responsibility of this position is to plan, develop, monitor and coordinate loss control activities for the Yakama Nation; analyze high risk areas, trends and quantify exposure to loss; identify and reduce loss and exposure to liability; and to provide training and oversight on loss control and prevention methods.

Knowledge, Skills and Abilities:

- Knowledge of the occupational hazards and safety precautions associated with various public facilities.
- Knowledge of risk management concepts, including valuation, forecasting and calculating maximum foreseeable loss.
- Knowledge of the Yakama Nation governmental operations is preferred in order to conduct procedures that will facilitate the identification of changes and identify potential risk exposure.
- Knowledge and proficiency in computer use, specifically Microsoft Office products including; Word, Excel, Power Point, and Access.
- Ability to speak effectively and prepare informative reports.
- Ability to recognize and identify activities or situations which have or may become a problem or emergency requiring immediate attention
- Ability to keep up to date with current trends in Safety and Risk Management publications and practices.
- Ability to demonstrate strong analytical skills.
- Ability to communicate effectively, orally and in writing, with all levels of personnel including employees, supervisors, elected officials, etc.
- Ability to manage multiple complex projects utilizing standard project management tools and techniques.
- Ability to demonstrate a high degree of personal integrity and be able to maintain strict confidentiality.
- Ability to remain flexible to changes in assignments or situations, priorities and handle frequent interruptions.
- Ability to work closely with all Insurance staff to ensure a positive work environment.
- Ability to work independently and productively with minimal supervision.

General Recruiting Indicators:

- Two years' experience as a Loss Control Specialist, and documentation of Safety & Health compliance training certificates. **OR** a combination of education and experience demonstrating the ability to perform the job duties. (Must be able to provide documentation showing the knowledge, and ability related to this position to carry out the job duties.)
- Required to pass a pre-employment drug and alcohol test.

Special Requirements:

- Must have a valid Washington State Driver's License and be insurable under the Yakama Nation Insurance guidelines.
- Pass a background check.
- While performing the duties of this job, the employee is regularly required to sit; walk and be able to work in all types of weather. Requires agile ability to walk, climb and lift up to 25 pounds. The Loss Control Specialist must be physically capable of working outdoors in all types of weather.